

Wisconsin.gov Employer User Guide

This document has been created as a guide for the Employment site at Wisconsin.gov. The Employment site will be adding new functionality to accommodate user needs. Therefore, keep in mind you may find subtle changes to the descriptions we have in this document. When the additional features are added, you may notice minor changes that will not deviate from the basic look and feel of the site. For your convenience, we will maintain a current on-line user guide under the FAQ button on the left-hand side of the Employment site screen.

Based on the feedback we have received, we have added the following new features and functionality.

Job Search: A Wisconsin Education Categories option, allowing you to view a DPI sub-category listing. This will enhance your search criteria with categories you are familiar with and are specific to the education industry.

Post a Job: A Wisconsin Education Categories option, allowing you to view a DPI sub-category listing. This will allow you to define your employment opportunity with categories you are familiar with and are specific to the education industry.

Print Functionality: We added the functionality to print all of the Wisconsin Education Category jobs.

Employer FAQ

[What benefits does this site offer?](#)

[How was the information contained in the Job Listings posted at the DPI Jobs Site converted to the new Wisconsin.gov website?](#)

[Can I edit the job postings that were converted from DPI's website?](#)

[How do I establish a new employer account?](#)

[How do I update my Employer Profile?](#)

[How can I search resumes?](#)

[How do I post a job?](#)

[How can I view or edit the jobs that I have posted?](#)

[How can I change the job status to active or inactive?](#)

[How can I view or edit a contact?](#)

[How can I add a contact?](#)

[How can I change my password?](#)

[The DPI Jobs Site allowed Job Seekers to search by Position Category. How can job seekers search by Position Category on the Wisconsin.gov website?](#)

Wisconsin.gov Employer User Guide

[When the Job Seekers perform a Keyword search, what data elements are they searching against?](#)

[How does the Job Category search work?](#)

[DPI's Job site let me display the entire job listing or create a .RTF file of the entire job listings. How can I do that on this Employment Site?](#)

What benefits does the www.wisconsin.gov site offer?

Posting job opportunities at www.Wisconsin.gov offers many new features and advantages for both employers and job seekers, including:

- Immediate "real time" vacancy postings and updates
- Customized employer profiles and e-mail and website links
- Ability to post all jobs, not just academic positions
- Resume searches for employers
- Advanced job search capabilities
- Resume postings by job seekers
- Significant marketing and promotion resources by the State of Wisconsin
- Each registered Employer will be treated as a distinct entity with unique contact people and access only to its own job postings. Each school may register as a separate Employer

How was the information contained in the Job Listings posted at the DPI Jobs Site converted to the new Wisconsin.gov website?

All active job postings at the DPI website as of February 22nd were moved to the Wisconsin.gov website. The following table shows where data in the DPI site was placed in the Wisconsin.gov employment database.

DPI	Wisconsin.gov
Description	Job Description
Start Date	Job Description
Position Category	Job Description
Classification	Status
To Apply	How To Apply
Job Category for all jobs	Job Category "Education, Training, and Library"

Can I edit the job postings that were converted from DPI's website?

Yes. You can improve the Job Description for each position by selecting up to 4 more job categories to match against this job opportunity, "Education, Training, and Library" has already been selected for you.

There are a number of fields that are required in the Job Posting field. You will need to add detail to the Job Title, General Industry Job Category, Job Qualifications, Job Description, Requirements,

Wisconsin.gov Employer User Guide

and H.R. Contact. You may want to consider modifying the Expiration Date field to fit your current job requirements as well.

Please note; in order to modify existing job postings you must sign in to the Employment Site. If you have not already done so, you must contact [DPI](#) to obtain your username and password.

How do I Login as an Employer or establish a new Employer account?

Employer Login

Step 1: Click on the Employer button on the left-hand side of the screen. The system will display the Employer screen.

Step 2: Click on the Login button in the left-hand column. You will be directed to the Employer Login screen.

Step 3: Login or if you do not have an account click on the "here" hyperlink. This will take you to the Employer - Create New Account Screen.

Create New Employer Account

Enter your company name and mailing address if your street address is different from your mailing address. You have the option to enter your fax number, e-mail address (to receive job seeker queries and/or resumes), your websites URL (this will display on Job Listings) and your FEIN. Enter the Company Description, this will display on the job posting and is a good opportunity to promote your business.

If you wish to accept online resumes, check the box next to this question. This will allow job seekers to send Employers a copy of the resume they have posted to this website. If you do not wish to receive e-mailed resumes, do not check the box.

The next step is to Click on the "Enter Primary Contact" button. The system will then display the Primary Contact Info screen. The required fields include first and last name, telephone number, and e-mail address. The employers mailing address will populate from the prior screen, but you can type over this address if the Primary Contact's address is different. After completing the Primary Contact Information, enter a username, password, and password again. Then, click on the "Preview Registration" button. This will display the Employer Details. Finally, click on the "Save" button. You will be returned to the Employer screen and should receive notification that "You have been registered as an employer." If during the review, you notice items to be changed, you will need to use the Update Profile function.

How do I update my Employer Profile?

From the Employer screen, click on the "Update Profile" button on the top of the page. If you are logged in, this will display your Company Information. Change the desired fields and click on the "Preview Changes" button to view the Employer Details. Preview your updates. If you need to make another change, click on the "Update Profile" button on the top of the page to repeat the change process. When you are satisfied, click on the "Save" button. The system will then return to the Employer page and notify you that "Your profile has been updated successfully."

How can I search resumes?

This feature was not available on DPI's website. On the Wisconsin.gov website, Job Seekers have an opportunity to post their resumes. When a resume is active, it can be searched by Employers.

Wisconsin.gov Employer User Guide

To do so, you must first login using your Employer username and password. Next, click on the "Search Resumes" button at the top of the page. The system will display a Keyword and Category Search. Enter a Keyword and select up to 5 different categories. Click the "Search" button. The system will then display the "Employer - Resume Search Results" page that lists the Resume Title and Date Posted. Next, click on one of the Resume Titles. The system will display that resume. You may now review or print the resume.

How do I post a job?

You must first login or establish a new employer account. After logging in, click on the "Post a Job" button at the top of your screen. The system, will display the "Employer - Add New Job Posting" screen. From here, enter the following information:

Job Title: This is equivalent to DPI's Position Field. It is important to choose a descriptive job title since the Job Seeker Keyword search function will look for a match between the Keyword word(s) and the words in the Job Title.

Job Category: This will be a 2-step process if you elect to use the Education Position Categories. The primary category listing is the General Industry Categories. Job Seekers will use this category to search for employment opportunities unless they make use of the Education Position Categories option available to them. Therefore, we require selections from both category listings. You can preview the list of General Industry Categories and Education Position Categories from the web page.

Step 1. General Industry Categories

You have 102 choices and you may select up to five. It is important to select the most appropriate relevant categories since the search function will match the categories selected by the Employer to those categories selected by the Job Seeker. For teaching positions, you should select the "**Education, Training and Library**" category. Then, depending on the position you are posting, you may select others. For example, if you are recruiting for a music teacher, you should also select the "Music" category. For Principals or Business Staff office, you should also select the "Management and Executive" or "Administrative and Support Services".

Step 2. Education Position Categories

You may select one of the 22 Education Position Categories listed.

Job Description: This is equivalent to DPI's "Description" field and should be used to describe the job opportunity. This field contains room for up to 2000 characters. Be descriptive, the Job Seeker Keyword search function will establish a match between the word(s) selected as Keywords and the words located in this Job Description area. You might also select one of the Position Categories previously used by DPI to include in the job description. For example, you might describe a Social Studies teaching position as: Six semesters of social studies are required at for graduation: world history, American history, economics and an elective are part of the requirement. Fourteen people currently teach in the department.

Job Qualifications: This field was not available on DPI's website. Please use this to describe what skills would be necessary to qualify for this position. This field contains room for up to 2000 characters. Be descriptive; keep in mind words contained in this field are not included in a Job Seeker Keyword search. For example, you might describe the qualifications for the social studies teacher as follows: In addition, candidates with

Wisconsin.gov Employer User Guide

additional areas of certification including Geography (#715), Political Science (#735) and/or Psychology (#740) will be given serious consideration.

Requirements: This field was not available on DPI's website. Please use this to describe what is required to qualify for this position. This field contains room for up to 2000 characters. Be descriptive; keep in mind words contained in this field are not included in a Job Seeker Keyword search but are still important information for job seekers. For example, you might describe the requirements for the social studies teacher as follows: Possess or be eligible to possess a valid State of WI Dept. of Public Instruction certification in History (#725) and Broad Field Social Studies (#701, 760, or 703).

How to Apply: This is equivalent to DPI's "To Apply" field. This field contains room for up to 2000 characters. Be descriptive; keep in mind words contained in this field are not included in a Job Seeker Keyword search but are still important information for job seekers. Please use this area to describe what materials the job seeker should submit for your review, how they should be transmitted to you, and when they are due. The Job Listing will display the employer's name and address, the job address (if different from the employer address, enter the job address), below the "How to Apply" section. The contact phone number, fax number and e-mail address will also display.

Job Posting Expiration Date: This date is equivalent to the date used by DPI to remove the job posting from the website. You may use this to identify the date you would like this job to be removed from the website. The default is 3 months. However, you may establish a date of your choosing. If you fill the position before the Expiration Date, you will want to edit this job listing to make the status "Inactive."

Desired Start Date: This is equivalent DPI's Starting Date. Please select the date you would like this position to start. The default setting is today's date.

H.R. Contact: This field was not available on DPI's website. Click on the drop down box and select a name to display on the job listing. The names on the drop down list are populated from the lists of contacts established by the employer.

Alternate Contact: This field was not available on DPI's website. At your option, enter the name of the individual who will respond to questions regarding this particular job listing. The alternate contact may also be used to identify a back up H.R. person.

Job Address 1, Job Address 2, Job City, and Job Zip: These fields were not available on DPI's website. They will default to the Employer address information. If you choose to, you can enter the location for this position if it is different than the Employer address.

Job Number: This field was not available on DPI's website. You may use this as an internal tracking system to identify your unique job listings.

Job Type: This field was not available on DPI's website. Your current choices include No Preference, Employee, Intern, Contractor, or Temporary. This field can be searched by the Job Seeker.

Status: This is equivalent to DPI's "Classification" field. Your current choices include Part Time, No Preference, or Full Time. This field can be searched by the Job Seeker.

Wisconsin.gov Employer User Guide

Job Shift: This field was not available on DPI's website. Your current choices include First, Second, Third, or Special. If this position meets one or more of these shifts options, you may select up to four shifts. To do so, hold down the Ctrl key and use the mouse to click on the choices that match your requirements. This field cannot be searched by the Job Seeker.

Desired Salary/Pay Range: This field was not available on DPI's website. You may enter up to 50 characters in your entry. Also, select either the "Annual" or "Hourly". This field cannot be searched by the Job Seeker.

Make Active?: This field was not available on DPI's website due to the weekly batch processing and need for third party intervention. Check this box if you want the job posting to be accessible to Job Seekers.

Previewing the Job Posting: To preview the job, click on the "Preview Posting" box. The system will return the "Employer Job Preview" screen. Review the contents of the posting. If you would like to make a change, click on the "Edit" button and repeat the preview process. If the job listing is ready, click on the "Save" button.

How can I view or edit the jobs that I have posted?

This feature was not available on DPI's website. On this website you have the ability to view your postings and amend them, or inactivate them in real time. To do so, you must first login using your Employer username and password. Next, click on the "View/Edit Jobs" button at the top of the page. The system will display the Employer - View/Edit Jobs screen. This provides a complete listing of the jobs posted by the employer showing the Job Title, Date Posted, and the Active Status. To edit a job posting, click on the Job Title link to access the Update Job Posting form.

How can I change the job status to active or inactive?

To change the status of your position, you must login using your Employer username and password and select the "View/Edit Jobs" button at the top of the screen. The system will display the Employer - View/Edit Jobs screen. This provides a complete listing of the jobs posted by the employer showing the Job Title, Date Posted, and the Active Status. If there is a check mark in the box on the Active Status column for a particular job, that job is active and will be viewable by Job Seekers. If there is not a check mark in the Active Status column for a particular job, that job is inactive and will not be viewable by Job Seekers. To change the "Active Status" click on the Job Title for that position. This will display the "Employer - Update Job Posting" form. At the bottom of the form, either put a check in the "Make Active?" box to make it active or remove the check from the "Make Active?" box to make it inactive. Then click on the Update Job Posting button. The system will display the "Employer Job Preview Screen". Finally, click the "Save" button at the bottom of the page. This will save your change, return you to the Employer page, and display "Your job has been saved."

How can I view or edit a Contact?

This feature was not available on DPI's website. On this website, Employers have an opportunity to identify who may have user names and passwords. To do so, you must first login using your Employer username and password. After you have logged in, click on "View Contact" button at the top of the page. This will display the information for your primary contact on the "Employer - Contacts" screen. To edit this information, click on the "edit" hyperlink at the bottom of the "Primary Contact" box. The Employer - Edit Contacts" screen will be displayed. Make the desired

Wisconsin.gov Employer User Guide

changes, and click on the "Preview Updates" button at the bottom of the page. The "Employer Contact Details Screen" will be displayed. If this information is not correct, click on the "View Contact" button and redo this process. If the information is correct, click on the edit button. This will save the changes you have made. The system will then notify you that "The contact has been updated."

How can I add a Contact?

This feature was not available on DPI's website. On this website, Employers have an opportunity to identify who may have user names and passwords. To do so, you must first login using your Employer username and password. After you have logged in, click on the "Add Contact" button at the top of the page. This will display the Employer - Create Contacts screen. To add a contact, enter information into all the required fields (First Name, Last Name, Phone, E-mail, Username, Password and Password Again). Click on the "Preview Updates" button at the bottom of the page. The system will then display the Employer - Preview New Contact screen. Please preview the contact details. When satisfied, click on the "Save" button. The system will notify you that "The contact has been saved."

How can I change my password?

To change your Employer Contact password, select the "View Contact" button at the top of the page. This will display the Employer Contacts page. Select the "edit" link within the contact information to display the Edit Contact User Name / Password screen. Make your changes, preview changes then and click the Save Updates button.

The DPI Jobs Site allowed Job Seekers to search by Position Category. How can job seekers search by Position Category on the Wisconsin.gov website?

Job Seekers can select the Education Position Categories radio button then select the View button. This will display the 22 Education Position Categories DPI used on their former job site. You may then select up to five Education Position Categories.

In addition, you have the ability to conduct a Keyword search. This option matches jobs that contain the Keyword(s) specified by the Job Seeker to job listings in the database that contain those keyword(s) either in the Job Title or the Job Description. Accordingly, by including DPI's position category in the job description (that DPI Job Seekers are used to), you should increase the likelihood that users of the former DPI Jobs site will locate your opening.

When the Job Seekers perform a Keyword search, what data elements are they searching against?

A Keyword search will match the words against the text contained in the Job Title and the Job Description fields. Since the Position Category was transferred to the Job Description, Job Seekers are being encouraged to use the Position Category as a keyword search. Therefore, the employer may want to continue to incorporate the DPI Position Category in either the Job Title or the Job Description.

How does the Job Category search work?

Searches by Job Category should return all job listings that contain the Job Category selected by the Job Seeker. Employers may select up to five different General Industry Categories and one

Wisconsin.gov Employer User Guide

Education Position Category when posting their jobs. Selection multiple categories will improve the likelihood that the Job Seeker will find your employment opportunity.

DPI's Job site let me display the entire job listing or create a .RTF file of the entire job listings. How can I do that on this Employment Site?

You can get a complete list of available teaching jobs from both the Search Jobs page and the Advanced Search page. Do not enter anything in the Keyword field and only select "Education, Training and Library" as the Job Category. Keep in mind that there are a large number of jobs in the database. Depending on the type of connection you have, this may take a while. Please be patient.

The list of jobs will show the Job Title, Employer Name, City, and Date Posted. Click on the Job Title to see the detail for that employment opportunity.

To print a complete list of active Education Position Categories listings click the "Printable Listing" hyperlink on the Job Seeker Search page. You will have the option to view and print the listings in the .pdf file format.